

SOUTHWESTERN COMMUNITY COLLEGE	STUDENT SERVICES <b>GRADING SYSTEM</b>	Policy 6.02.02
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Official grades are issued for each student at the end of each semester. Students enrolled in curriculum courses will be graded by the letter grade system indicated below and assigned a grade point average (GPA) for each semester. Instructors shall inform students about the specific grading scales. The College does not have a uniform grading scale.

A student's GPA is determined by dividing the total number of quality points by the number of credit hours attempted. A Program GPA of 2.00 is required for graduation. Transfer credits are not included in the GPA computation.

GRADE	DEFINITION	GRADE POINTS PER SEMESTER HOUR
A	Excellent	4
B	Very Good	3
C	Average	2
D	Poor	1
F	Failing	0
I	<b>Incomplete.</b> An "I" indicates that a student has been doing acceptable work in the course, but has not completed all required work. A minimum of 80 percent of the course requirements must have been completed for the student to be eligible for an "I" contract. It is the student's responsibility to have this deficiency removed during the first two weeks of the following semester or the grade will automatically be changed to an "F." An "I" does not count as hours attempted or as hours earned.	0
AU	<b>Audit.</b> This grade does not count as hours attempted or as hours earned.	0
NA	<b>Never Attended.</b> Indicates the student registered, but never attended the class. This grade does not count as hours attempted or as hours earned.	0
W	<b>Withdraw.</b> Indicates the student withdrew before the published withdrawal date that can be found in the college calendar. This symbol does not count as hours attempted or as hours earned for purposes of calculating GPA. For financial aid purposes, these hours count as attempted but not completed.	0

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GRADE	DEFINITION	GRADE POINTS PER SEMESTER HOUR
AW	<b>Administrative Withdraw.</b> Indicates that a student was administratively withdrawn from a course due to non-attendance.	0
S	<b>Credit by Exam.</b> The student received credit for course through proficiency examination. This grade counts as hours earned but not as hours attempted. No more than one-half of the required credit for a degree, diploma, or certificate, may be earned through a "Credit by Exam" unless otherwise approved by the Vice President for Instruction and Student Services.	0
P	<b>Passing.</b> Awarded upon successful completion of certain continuing education course; 80 percent attendance is required.	0
CS	<b>Continuing Study.</b> Indicates that a student must continue study at his current level of Developmental Education coursework. This symbol does not count as hours attempted or as hours earned for purposes of calculating GPA. For financial aid purposes, these hours count as attempted but not completed.	0
AP	<b>Advanced Placement.</b> This symbol counts as credit hours earned, but does not count in GPA calculations.	0
SP	<b>Secondary Placement.</b> This symbol counts as credit hours earned for certain eligible high school courses included in the Tech Prep program, but does not count for purposes of calculating GPA.	0
R	<b>Repeat Developmental.</b> This grade is given when a student fails to pass a developmental course and must repeat the course. This symbol does not count as hours attempted or as hours earned for purposes of calculating GPA. For financial aid purposes, these hours count as attempted but not completed.	0

The pound (#) symbol immediately following the letter grade after summer 2007 indicates the course was academically forgiven and is not included in the GPA.

Cross Reference: 6.02.03 – Grade Appeal;  
6.02.04 – Academic Probation and Suspension

Adopted: April 2014

Revised: October 28, 2014  
April 28, 2015  
January 23, 2018